



Republic of the Philippines
Department of Education

REGION IV-A
SCHOOLS DIVISION OFFICE OF CAVITE PROVINCE

February 16, 2023

DIVISION MEMORANDUM
 NO. 94, s. 2023

To: Assistant Schools Division Superintendents
 Chief, Curriculum Implementation Division
 Chief, School Governance and Operations Division
 Education Program Supervisors
 Public Schools District Supervisors
 Private Schools Municipal Coordinators
 Concerned Private Schools Principals/Owners/Administrators

**SUBMISSION OF PHOTOCOPY DOCUMENTS PRIOR TO DIVISION OCULAR
 INSPECTION OF PRIVATE SCHOOLS ON PERMIT APPLICATION
 FOR SY 2023-2024**





1. In reference to the Division Memorandum No. 73, s. 2023 re: Division Ocular Inspection of Private Schools and Deped Order No 041, s. 2022 re: Amendment to Deped Order No. 088, s. 2010, Section 160 - Ownership stated that: *“each private school shall own its site, as evidenced by a valid Certificate of Title. If the private school cannot present its title ownership over the school site, such private school should ensure reasonable and adequate bases for continued use of the site through: a) A duly executed deed of sale; or b) A duly executed deed of donation; or c) A duly executed deed of usufruct for a guaranteed period of not less than 15 years; or d) A duly executed lease with an initial guaranteed period of not less than 15 years.”* The division office requires all schools with permit application for SY 2023-2024 to submit a hard copy of the following to the division office on February 27, 2023 on or before 3:00 PM:

- a) Letter of Intent
- b) SEC registration including the Article of Incorporation Section 2.
- c) Certificate of Occupancy
- d) TCT
- e) Deed of usufruct/Deed of Donation / Lease Contract

2. It is expected that the private school owner prepared the required documents before their scheduled ocular inspection by the division office.

3. The documents must be scanned / photocopy / printed clearly and readable in order to have a quality assurance and authenticity prior to your application evaluation.



 Cavite Capitol Compound, Brgy. Luciano, Trece Martires City, Cavite
 (046) 419-0014, 419-1286, 412-0349, 419-1739, 412-0849
 www.depedcavite.com.ph
 deped.cavite@deped.gov.ph

“Serbisyong Pang-Edukasyong Tapat at Sapat para sa Batang KABITENYO”







Republic of the Philippines
Department of Education
REGION IV-A
SCHOOLS DIVISION OFFICE OF CAVITE PROVINCE

4. Immediate dissemination of this Memorandum is desired.


ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent



 Cavite Capitol Compound, Brgy. Luciano, Trece Martires City, Cavite
 (046) 419-0014, 419-1286, 412-0349, 419-1739, 412-0849
 www.depedcavite.com.ph
 deped.cavite@deped.gov.ph

“Serbisyong Pang-Edukasyong Tapat at Sapat para sa Batang KABITENYO”